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The Michigan Career Readiness Certificate

The Michigan Career Readiness Certificate (MCRC) is a portable credential that signifies to a potential employer that an individual has achieved acceptable levels in the foundation skills necessary for success in the workplace. The Michigan Council on Technical Excellence, which is chaired by Lt. Governor Dick Posthumus, and whose members represent business, labor, and education, developed the Michigan Career Readiness Certificate based on the WorkKeys employability skills assessment system.

WorkKeys Assessments

WorkKeys is a comprehensive employability skills assessment tool designed to help employers and individuals develop better workplace skills. Thousands of companies in the United States and internationally use WorkKeys skill assessments, job profiles, training evaluations, and research and reporting services to assess skill needs and measure progress.

Skills Measured by the MCRC

The WorkKeys assessments used to measure the foundation skills are applied math, reading for information, locating information, and writing. The skill levels that apply to the MCRC are applied math (level 4), reading for information (level 5), locating information (level 4) and writing (level 3).

What the Skill Levels Mean

All WorkKeys tests are scored within a numerical range for each subject, which identifies varying levels of complexity.

Applied Math (Level 4) range = 3 to 7

A person with Level 4 skills can:

- Add, subtract, multiply, and divide positive or negative numbers, including fractions, decimals, and percentages.
- Calculate averages, simple ratios, proportions, and rates.
- Read a simple chart or graph to obtain information to solve a problem.

Reading for Information (Level 5) range = 3 to 7

A person with Level 5 skills can:

- Recognize the application of technical terms or jargon to stated situations.
- Identify the appropriate definition of a word with multiple meanings.
- Apply instructions to new situations.

Locating Information (Level 4) range = 3 to 6

A person with Level 4 skills can:

- Summarize and/or compare information and trends in charts and graphs.

Writing (Level 3) range = 1 to 5

A person with Level 3 skills can:

- Write clear messages, which may include incomplete sentences or minor errors in grammar and punctuation but do not compromise the message.

Why the MCRC Is Needed

All too often, the skills and abilities of students and employees simply aren't keeping up with the demands of the workplace. WorkKeys identifies the particular skills needed for particular jobs. Students and job applicants can use their WorkKeys scores to determine how their skills measure up to those required in the workplace. The MCRC can quickly demonstrate to an employer that individuals are job-ready and have the foundation skills necessary for success, thereby distinguishing themselves from the competition.

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How to Obtain the MCRC

An individual can qualify for and receive the Michigan Career Readiness Certificate by testing at the appropriate skill levels on the WorkKeys assessments. WorkKeys assessments may be taken at one of 42 WorkKeys Service Centers throughout the state, or through participating schools and Michigan Works! agencies. To get a list of the Michigan WorkKeys Service Centers, call 1-866-MY-GOALS or visit the Michigan Department of Career Development's Web site at www.michigan.gov/mdcd.